



User Guide

Online Payment Approver
(WebGUI version)

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1 About This Document

This document is designed as a resource for Online Payment approvers who access SAP through WebGUI. Throughout this document, WebGUI screens are displayed.

1.1 How to Use This Guide

As a Reference

This user manual was organized in a linear format that corresponds with the sequence of steps necessary to review and process an online payment request.

1.2 Course Objectives

Online Payment approvers are responsible for reviewing online payment request documents and either approving or rejecting them.

After completing this course, you should be able to:

- Describe the policies associated with approving online payment.
- Access online payment request documents in SAP.
- Review the information contained in online payment request documents.
- And approve and reject online payment requests.

2 Reviewing, Approving, and Rejecting

At Hopkins, certain types of transactions can be paid through an online payment request. Employees can log onto SAP and submit a payment request for things like catering, express shipping, and software licensing. After the payment is approved, a payment is made to the vendor

2.1 Purchase Order Exception List

A complete list of the transactions that can be paid through an online payment request is available on the Shared Services website @ <http://ssc.jhu.edu/supplychain/exceptions.html>.

2.2 Reviewing Online Payment Requests

As an Online Payment approver, it's your job to review online payment request documents, and either approve or reject them.

- Online payment request documents are available for review in SAP.
- You're responsible for reviewing the online payment request for:
 - Availability of funds
 - Completeness and accuracy
 - Supporting documentation (invoices)
 - Compliance with funding-agency regulations and the Purchase Order Exception list
- Please contact Accounts Payable Shared Services if you have questions regarding online payment policies and procedures.

2.3 SAP Security Roles

- As an approver, you'll need the following SAP security role: Online Payment Approver.
- Once you have this role, you'll be able to review online payment request documents, and make decisions about these payments.
- If you don't have access to this security role, work with your departmental HR administrator to process an ISR Position Maintain and add the role.

3 Logging In to SAP

You should be familiar with the SAP login process, but this will serve as a review.

3.1 Logging In to the SAP

To log in:

1. Open an Internet Explorer browser window.



2. Navigate to: <http://hopkinsone.johnshopkins.edu> .

3. Enter your JHED ID (User ID) and password, click Login.

The screenshot shows the Johns Hopkins Enterprise Authentication login page. At the top, there is a header with 'JOHNS HOPKINS' on the left and 'ENTERPRISE AUTHENTICATION' on the right. Below the header, there is a login form on the left and a welcome message on the right. The login form has fields for 'JHED ID' and 'Password', a 'Forgot Password?' link, and a 'Login' button. The welcome message on the right says 'Welcome to the Johns Hopkins Enterprise Login.' and provides information about Single Sign-On (SSO). At the bottom of the page, there is a footer with a disclaimer about the use of the system.

JOHNS HOPKINS

ENTERPRISE AUTHENTICATION

HOPKINSONE LOGIN

Please enter your JHED ID and Password

[First Time JHED Users Click Here](#)

JHED ID:

Password:

[Forgot Password?](#)

ENTERPRISE LOGIN INFO | [FORGOT PASSWORD?](#)

Welcome to the **Johns Hopkins Enterprise Login.**

The purpose of Johns Hopkins Enterprise login is to provide a single sign on functionality for our customers to access many applications with just one log in.

Single sign-on (SSO) is a mechanism whereby a single action of user authentication and authorization can permit a user to access all computers and systems where he has access permission, without the need to enter multiple passwords. Single sign-on reduces human error, a major component of systems failure and is therefore highly desirable but difficult to implement.

We also have a [Frequently Asked Questions](#) section available for more information and help.

Login Problems? Click here for Non-JavaScript Version.

For Security Reasons, please close all Web Browsers when finished.

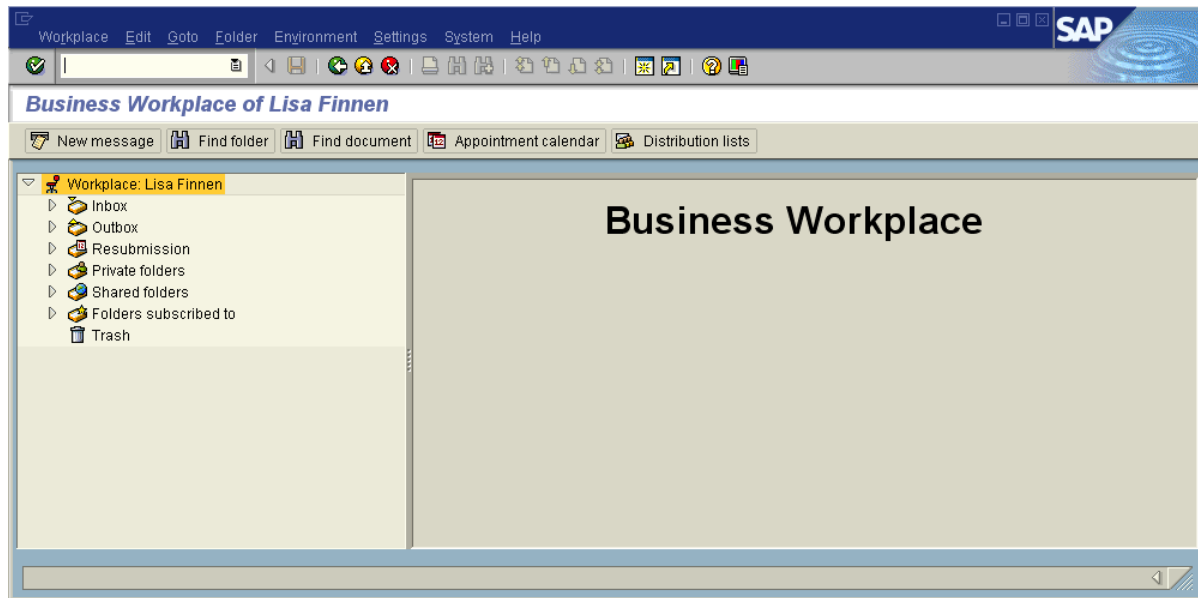
Johns Hopkins Enterprise Authentication - v5.1.1-21v

Use of the Johns Hopkins Enterprise Directory (JHED) Computer System shall be solely for the business purposes of the Johns Hopkins Institutions. Unauthorized use may subject you to criminal prosecution. Use of this system is monitored. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes, and for any other purpose related to the business interests of the Johns Hopkins Institutions, or as needed to protect system resources.

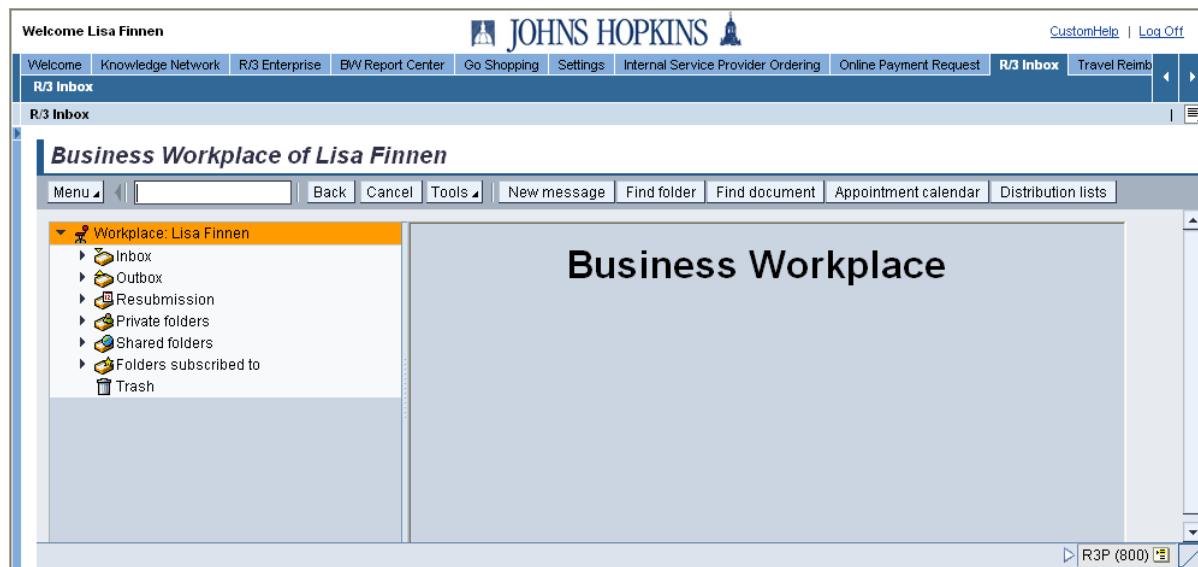
3.2 WebGUI vs. WinGUI

There are two ways to access the Online Payment transaction: the WebGUI and WinGUI interfaces. The functionality is the same in both, though some icons may be different. This guide documents the **WebGUI** interface.

- **WinGUI** – Requires proper security access and client software installed on your computer



- **WebGUI** – Can be used without installing special client software



3.3 Determine Your Interface

Log in to the SAP production client.

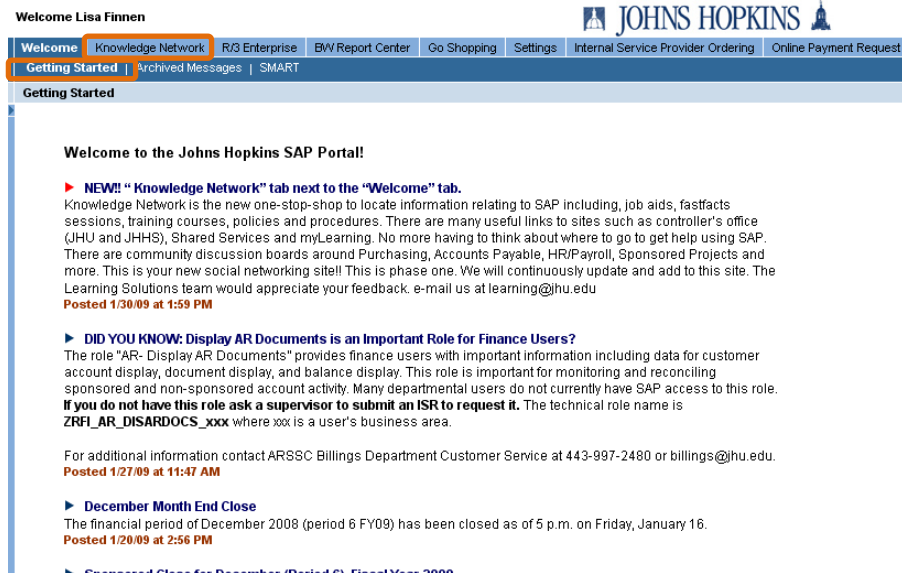
- If you see an **R/3 Enterprise** tab:
 - You have the appropriate security role to access the WinGUI interface.
 - This does not indicate that the client software has been installed on your workstation.
- If you need to install the client software, go to <http://h1support.jhu.edu>. You may need to work with your LAN administrator for the installation.



- If you do not see the **R/3 Enterprise** tab:
 - You can access the Inbox using the **WebGUI** interface (R/3 Inbox tab).

3.4 Welcome Page

The system will bring you to the Getting Started page in the Welcome section.



Important notices are posted on this page in descending chronological order. The top menu bar also contains a new **Knowledge Network** tab. This link brings you to a one-stop shop for information relating to SAP, including job aids, FastFacts sessions, training courses, and policies and procedures.

4 SAP Business Workplace (SBWP)

- Within SAP, online payment request documents can be accessed from the SAP Business Workplace (SBWP).
- The SAP Business Workplace:
 - Allows you to monitor, review, and approve or reject electronic travel and business expense documents.
 - Speeds up the approval and payment remittance processes.
 - Reduces paper documentation.

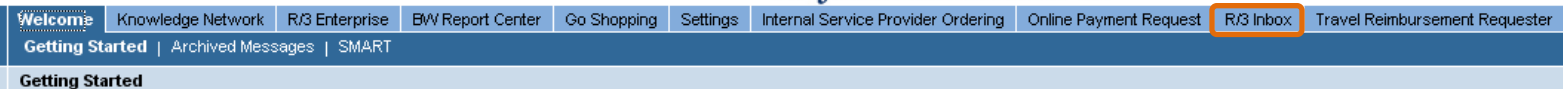
4.1 Accessing the SBWP

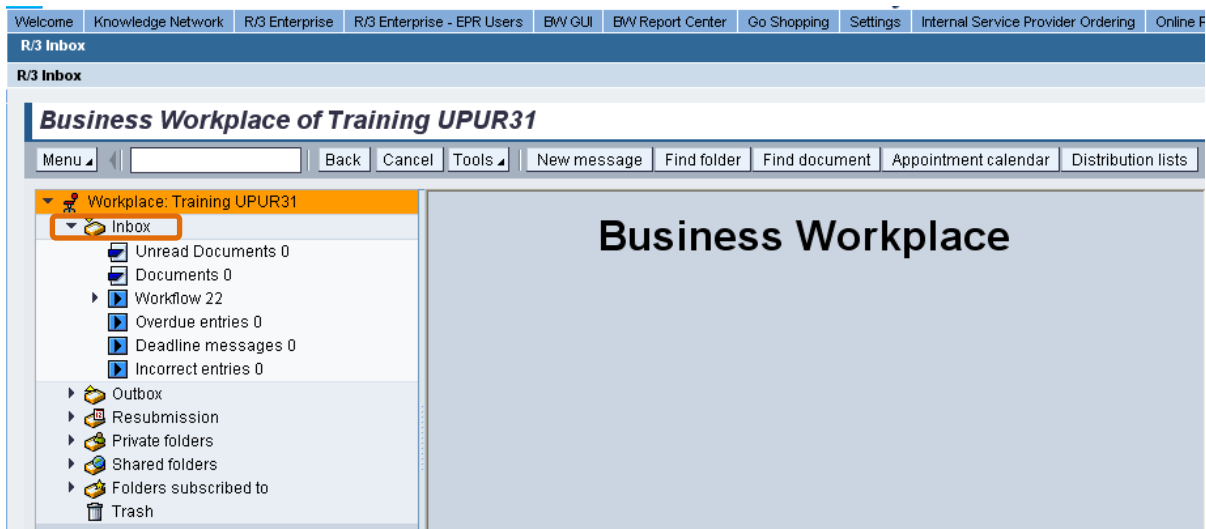
You can access the SAP Business Workplace by clicking the **R/3 Inbox** tab. Then, to access pending online payment request documents, you need to begin by clicking open your inbox.



If you are a substitute or “backup” approver, and you need to access documents that are in the regular approver’s inbox, please see the Resources section of this document to get instructions on how to open and close the regular approver’s inbox.

Welcome Lisa Finnen



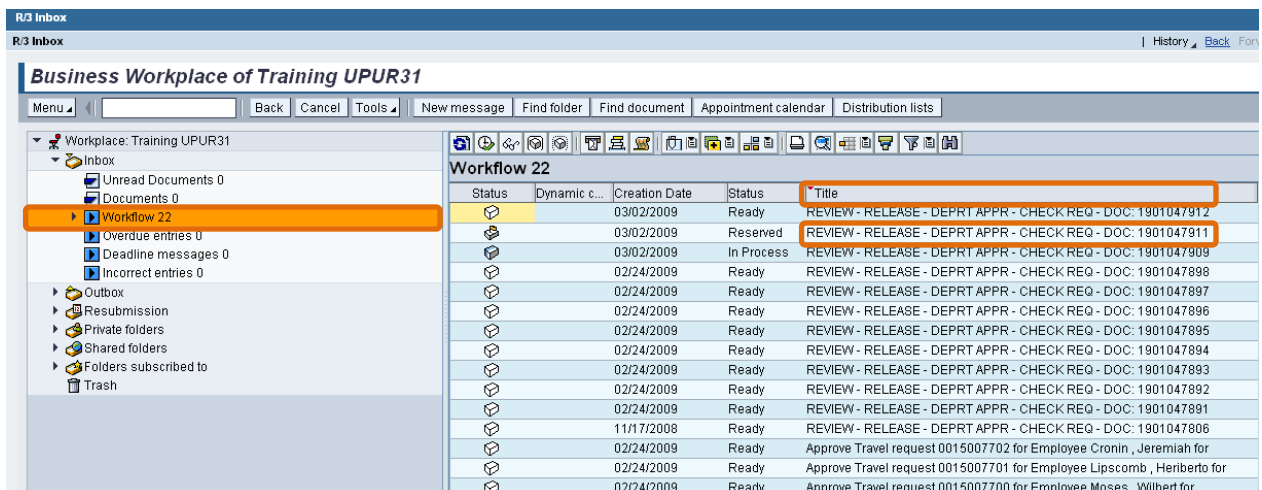


4.2 Online Payment Request Documents

Now within your inbox, take a look at the number that appears next to Workflow. This is the number of documents in your queue.

Click Workflow to see a list of these documents. The list will appear in the center of your screen. You can sort the documents by title by clicking the Title heading.

Online payment request documents will have titles that read... Review – Release – Department Approval – Check Required – and then a document number.



4.3 Basic Data

To review one of these documents and ensure that it's in compliance with JHU policies, you simply need to double-click it. And you'll arrive at a screen where detailed information about the document is displayed.

In the center of this screen, you'll see a series of tabs. Right now, the **Basic Data** tab is selected, and basic data about the document is displayed.

Released Parked Vendor Invoice 1901047912 JHEN 2009

Menu Back Cancel Tools Tree On Editing Options Release Refuse

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax

Vendor 2007904 Sp.G/L
Invoice date 03/01/2009 Reference FX7658971
Posting Date 03/02/2009
Amount 28.00 DocumentNc 1901047912
Tax amount 0.00 USD Calculate tax
Text
Paymt terms Due immediately
Baseline date 03/01/2009
Company Code JHEN JOHNS HOPKINS ENTERPRISE U.S.A.
Lot No.

Vendor
Address
FEDEX
PO BOX 94515
PALATINE IL 60094-4515
Bank account
Not available

1 Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Loc.curr.amount	Tax jurisdictn code	Assignment no
✓	640281	POSTAGE	Debit	28.00	28.00		

- The **vendor** number should start with a two but can start with one.
 - Vendor numbers that start with a two are vendor addresses where payment remittances are sent.
 - Vendor numbers that start with a one are vendor addresses where purchase orders are sent.



Sometimes, when the vendor address for both payments and purchase orders are the same, only one vendor number is created and it will start with a one. The important thing to verify is that the vendor address matches the address on the invoice.

- The **invoice date** is the date that the invoice was created by the vendor.
- The **reference** field is the invoice number. It should match the number that is on the actual invoice. It's important to make sure that these numbers match in order to avoid a possible duplicate payment and also to make it easy to search for this invoice at a later date.
- The **posting date** is the date that the online payment request document was created in SAP. This date must be within the current accounting period. If the date reflects the previous month (and the accounting period is closed for that month), then it cannot be processed. The originator will have to change the posting date to reflect the current accounting period.
- The **amount** is the total amount to be paid on the invoice.
- The **text** field is optional. If the text in this area is preceded by an asterisk (*), this means that the information should be included on the documentation sent to the vendor. If the text is not preceded by an asterisk, this means that it is a note to Accounts Payable Shared Services.

4.4 Vendor Information

Now let's take a closer look at the right side of this screen. Here, you'll see information about the vendor.

Released Parked Vendor Invoice 1901047912 JHEN 2009

Menu | Back | Cancel | Tools | Tree On | Editing Options | Release | Refuse

Transactn: Invoice | Bal.: 0.00

Basic data | Payment | Details | Workflow | Tax

Vendor: 2007904 | Sp.G/L: | Reference: FX7658971 | DocumentNo: 1901047912

Invoice date: 03/01/2009 | Posting Date: 03/02/2009

Amount: 28.00 | Tax amount: 0.00 | USD | ☐ Calculate tax

Text: | Paymt terms: Due immediately | Baseline date: 03/01/2009

Company Code: JHEN JOHNS HOPKINS ENTERPRISE U.S.A. | Lot No.: | Bank account: Not available

1 Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Loc.curr.amount	Tax jurisdictn code	Assignment no
✓	640281	POSTAGE	Debit	28.00	28.00		

- The vendor's **address** is pulled from the vendor master record. You must make sure that this address matches the one on the actual invoice to ensure that the payment is sent to the correct location.
- You may see the vendor's **banking** information displayed here. It's pulled from the vendor master record.
 - If banking information is displayed, this generally means that an ACH (Automated Clearing House) payment will be issued to the vendor.
 - If no banking information is available, this generally means that a check will be issued to the vendor.

4.5 Cost Distribution

At the bottom of this screen, you'll see the Cost Distribution section.

1 Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Loc.curr.amount	...	Tax jurisdictn code	Assignment no
✓	640281	POSTAGE	Debit	28.00	28.00			
			Debit	0.00	0.00			
			Debit	0.00	0.00			
			Debit	0.00	0.00			

- The **G/L acct** column contains the General Ledger accounts (or cost categories) that the expense will be posted to. You should verify that these are the correct accounts.
- In the **Amount in doc. curr.** area, you can see the amounts that will be posted to each of the G/L accounts. You should verify that these amounts are correct.

If you use the scroll bar at the bottom of this section, additional information will be displayed. In the **Text** column, you should see the vendor name and invoice number. This is also the text that will be displayed on a BW report.

1 Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Value date	Text	L...	Co...	T
✓	640281	POSTAGE	Debit	28.00	03/02/2009	Fedex/Inv# FX658971		JHEN	
			Debit	0.00				JHEN	
			Debit	0.00				JHEN	
			Debit	0.00				JHEN	

If you scroll a little farther to the right, you'll see **Cost Center/Order/WBS** information. You should verify that it's acceptable to post the expense to these cost objects.

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Bu...	Par...	Cost center	Order	Fi...	Sales order	lte
	640281	POSTAGE	Debit	28.00	101		1010249731		0		0
			Debit	0.00					0		0
			Debit	0.00					0		0
			Debit	0.00					0		0

4.6 Payment

Now let's take another look at the center of this screen.

So far, we've examined the information contained on the Basic data tab. If you click the **Payment** tab, additional information about the document will be displayed.

Welcome Knowledge Network R/3 Enterprise R/3 Enterprise - EPR Users BW GUI BW Report Center Go Shopping Settings Internal S

R/3 Inbox

R/3 Inbox

Released Parked Vendor Invoice 1901047912 JHEN 2009

Menu Back Cancel Tools Tree On Editing Options Release Refuse

Transactn Invoice Bal. 0.00

Basic data **Payment** Details Workflow Tax

BaselineDt 03/01/2009 Pmnt terms 0 Days 0.000

Due on 03/01/2009 0 Days 0.000

Discount 0.00 USD 0 Days net

Disc.base 0.00 USD To be calculd Fixed

Pmnt Method **Pmnt Meth.Sup.** Pmnt block Free for payment

Inv.ref. 0

Part. bank House bank

Reason cde

Vendor

Address

FEDEX

PO BOX 94515

PALATINE IL 60094-4515

Bank account

Not available

OIs

Generally, the Payment Method field should be blank. This allows the system to automatically select the method of payment, based on the information in the vendor master record.

There may be times, however, when the originator has requested a specific method of payment (and overridden the system's default selection). For instance, if a staff member is going on a business trip, the originator may have wanted to ensure that she has a check to cover hotel expenses.

The payment option codes are as follows:

- 1 – Check JHU
- 2 – Wires JHU
- 3 – Vendor Automated Clearing House (ACH) JHU
- 4 – Check JHHS
- 5 – Wires JHHS
- 6 – ACH JHHS
- 7 – Empty ACH JHU
- 8 – JHU single check
- 9 – JHHS single check

Generally, the **Payment Method Supplied** field should be blank. This allows the system to automatically select the method of payment delivery, based on the information in the vendor master record.

There may be times, however, when the originator has requested a specific form of delivery. For instance, let's say that the originator wants to provide a staff member with a check to cover business trip hotel expenses. Unless the originator manually enters a code in this field, the check will automatically be mailed to the vendor (rather than the staff member).

The payment delivery codes are as follows:

- 01 – Departmental pick-up (at Accounts Payable Shared Services, Eastern)
- 02 – Attachment required
- 03 – Airmail
- 04 – Returned interdepartmental mail

4.7 Notes

Now let's take a look at the Notes tab.

This area can be used for any information that the department needs to convey to Accounts Payable Shared Services.

Welcome Knowledge Network R/3 Enterprise R/3 Enterprise - EPR Users BW GUI BW Report Center Go Shopping Settings Internal S

R/3 Inbox

R/3 Inbox

Released Parked Vendor Invoice 1901047912 JHEN 2009

Menu [] Back Cancel Tools [] Tree On Editing Options Release Refuse

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax

BaselineDt 03/01/2009 Pmnt terms 0 Days 0.00
 Due on 03/01/2009 0 Days 0.00
 Discount 0.00 USD 0 Days net
 Disc.base 0.00 USD To be calcultd Fixed
 Pmnt Method Pmnt Meth.Sup. Pmnt block Free for payment
 Inv.ref. 0
 Part. bank House bank
 Reason cde

Basic data
Payment
 Details
 Workflow
 Tax 15
 Withholding tax 60094-4515
 Notes
 Bank account
 Not available

OIs



For instance, if a check that was requested needs to be returned to the originator by interdepartmental mail, you need to verify that the originator's name, work address, and phone number are listed here.

Welcome Knowledge Network R/3 Enterprise R/3 Enterprise - EPR Users BW GUI BW Report Center Go Shopping Settings Internal S

R/3 Inbox

R/3 Inbox

Released Parked Vendor Invoice 1901047912 JHEN 2009

Menu [] Back Cancel Tools [] Tree On Editing Options Release Refuse

Transactn Invoice Bal. 0.00

Details Workflow Tax Withholding tax Notes

Item long text

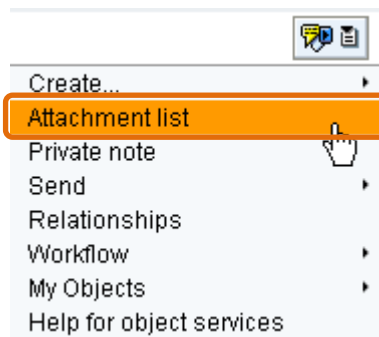
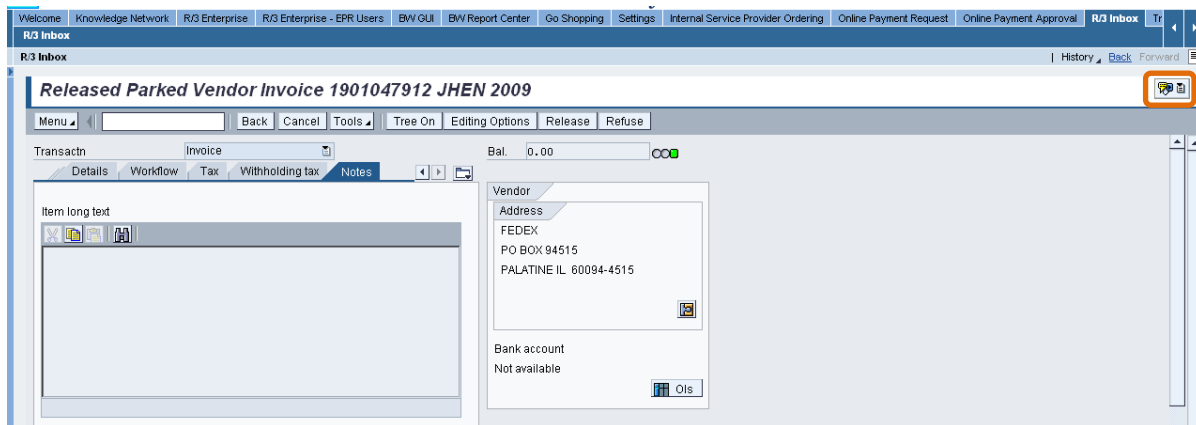
Vendor
 Address
 FEDEX
 PO BOX 94515
 PALATINE IL 60094-4515
 Bank account
 Not available

OIs

4.8 Verifying the Information

As an approver, you will need to verify that the information recorded in the online payment request document matches the actual invoice. You will either be presented with a hard copy of the invoice, or it will be scanned and attached to the online payment request.

To access an invoice that has been attached to an online payment request, click the Services for Objects button and then select Attachment List.



A pop-up window will open. If the invoice is attached, you will see it listed in this window. Just double-click the invoice to view and print this document. When you're finished, close the document and the pop-up window.

4.9 Approving a Request

Now let's say that you want to approve this online payment request. All you need to do is click the Release button. You'll return to your inbox, but the document that you've just approved will no longer be listed here.

[Welcome](#)
[Knowledge Network](#)
[R/3 Enterprise](#)
[R/3 Enterprise - EPR Users](#)
[BW GUI](#)
[BW Report Center](#)
[Go Shopping](#)
[Settings](#)
[Internal S](#)

R/3 Inbox

R/3 Inbox

Released Parked Vendor Invoice 1901047912 JHEN 2009

Menu
 Back Cancel Tools Tree On Editing Options **Release** Refuse

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax

Vendor 2007904 Sp.G/L
Invoice date 03/01/2009 Reference FX7658971
Posting Date 03/02/2009
 Amount 28.00 DocumentNo 1901047912
 Tax amount 0.00 USD ☐ Calculate tax
 Text
 Paymt terms Due immediately
 Baseline date 03/01/2009
 Company Code JHEN JOHNS HOPKINS ENTERPRISE U.S.A.
 Lot No.

Vendor
Address
 FEDEX
 PO BOX 94515
 PALATINE IL 60094-4515
 Bank account
 Not available

1 Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Loc.curr.amount	Tax jurisdictn code	Assignment no
✓	640281	POSTAGE	Debit	28.00	28.00		

If you want to review this document, you can retrieve it by opening your outbox and clicking Work Items Executed by Me.

4.10 Rejecting a Request

As an approver, you cannot change or delete a document. So if a document needs to be corrected or deleted, you should reject the document so the employee who prepared it can resolve the issue.

From your inbox, start by double-clicking the document. Information about that document will appear.

The screenshot shows the 'R/3 Inbox' window with the title 'Business Workplace of Training UPUR31'. On the left is a tree view of folders. The main area displays a table of documents. The document with ID '1901047909' is highlighted in orange.

Status	Dynamic c...	Creation Date	Status	Title
In Process		03/02/2009	In Process	REVIEW - RELEASE - DEPR APPR - CHECK REQ - DOC: 1901047912
Reserved		03/02/2009	Reserved	REVIEW - RELEASE - DEPR APPR - CHECK REQ - DOC: 1901047911
In Process		03/02/2009	In Process	REVIEW - RELEASE - DEPR APPR - CHECK REQ - DOC: 1901047909
Ready		02/24/2009	Ready	REVIEW - RELEASE - DEPR APPR - CHECK REQ - DOC: 1901047893
Ready		02/24/2009	Ready	REVIEW - RELEASE - DEPR APPR - CHECK REQ - DOC: 1901047898
Ready		02/24/2009	Ready	REVIEW - RELEASE - DEPR APPR - CHECK REQ - DOC: 1901047894
Ready		02/24/2009	Ready	REVIEW - RELEASE - DEPR APPR - CHECK REQ - DOC: 1901047896
Ready		02/24/2009	Ready	REVIEW - RELEASE - DEPR APPR - CHECK REQ - DOC: 1901047897
Ready		02/24/2009	Ready	REVIEW - RELEASE - DEPR APPR - CHECK REQ - DOC: 1901047895
Ready		02/24/2009	Ready	REVIEW - RELEASE - DEPR APPR - CHECK REQ - DOC: 1901047892
Ready		02/24/2009	Ready	REVIEW - RELEASE - DEPR APPR - CHECK REQ - DOC: 1901047891
Ready		02/24/2009	Ready	Approve Expense Report 0015007588 for Employee Thomas , Cindy

After reviewing this information, click the **Refuse** button.

The screenshot shows the 'Released Parked Vendor Invoice 1901047909 JHEN 2009' window. The 'Refuse' button in the top right is highlighted in orange. The interface displays various fields for invoice details, vendor information, and payment terms.

Basic data		Payment	Details	Workflow	Tax
Vendor	2019669	Sp.G/L			
Invoice date	03/02/2009	Reference	MP341256		
Posting Date	03/02/2009	DocumentNo	1901047909		
Amount	139.00	USD	<input type="checkbox"/> Calculate tax		
Tax amount	0.00				
Text					
Paymt terms	Due immediately				
Baseline date	03/02/2009				
Company Code	JHEN JOHNS HOPKINS ENTERPRISE U.S.A.				
Lot No.					

Vendor Address:
T-MOBILE
P O BOX 742596
CINCINNATI OH 45272-2596

Bank account:
Not available

A window will open, prompting you to explain your reasons for rejecting the request.

Welcome Knowledge Network R/3 Enterprise R/3 Enterprise - EPR Users BWV GUI BWV

R/3 Inbox

R/3 Inbox

Decision Step in Workflow

Menu Cancel Tools Workflow Create

DOCUMENT 1901047909 REJECTED

Choose one of the following alternatives

- No supporting documentation
- Incorrect GL/Cost Center combination
- Insufficient funds
- Other
- Cancel and keep work item in inbox

Your options include:

- No supporting documentation
- Incorrect GL/Cost Center combination
- Insufficient funds
- Other
- And “Cancel and keep work item in inbox” This option should be used if you’re not yet ready to make a decision about whether you want to accept or reject this request. If you click this button, the document will remain in your inbox where you can process it later.

If you click **Other**, another pop-up window will open.

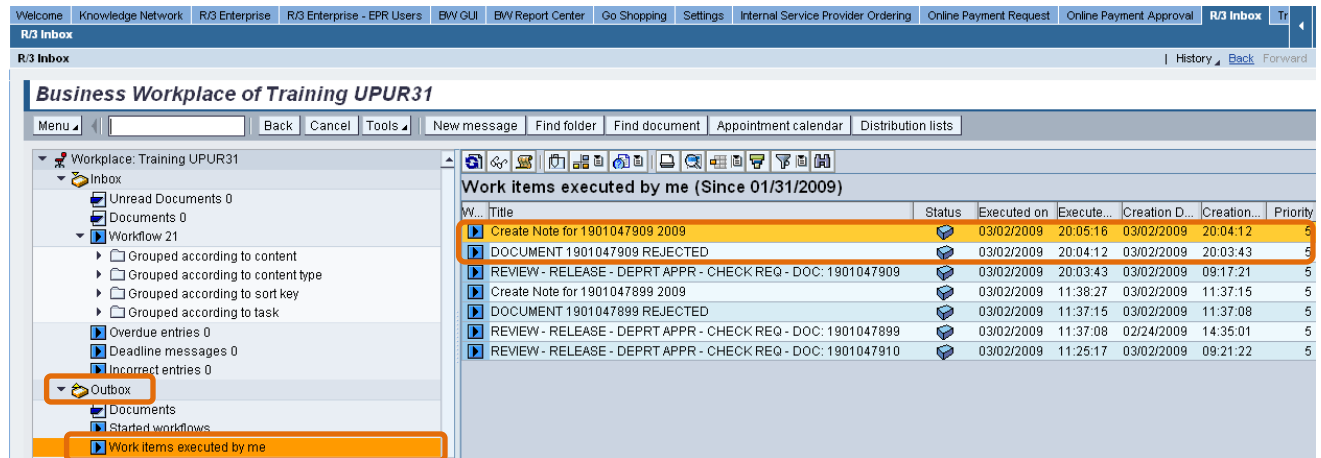
Create note

Title of note Note created by UPUR31 on 03/02/2009

[Green Checkmark] [Red X]

Within this window, you can type the reason why you're rejecting the document. Please be precise to eliminate confusion, as the originator will be able to view this information. Click the Continue button to complete the process. And once again, you'll return to your inbox.

The document that you rejected will no longer be listed here. But you can review it by opening your **Outbox** and clicking **Work Items Executed by Me**.



4.11 Additional Features

Now let's return to your inbox one more time. There are a few features on this screen that could help you as you review, approve, and reject online payment requests.



Update – Click this button to refresh the list of documents displayed in your inbox.



Execute – Click this button to see detailed information about a document selected from your inbox. (You would see the same information if you double-clicked the document.)



Display – Click this button to see additional information about a document selected from your inbox.



Reserve – When an online payment request document is submitted for approval, it will appear in the inbox of every employee authorized to sign it. If you select a document in your inbox and then click Reserve, the document will disappear from all other inboxes and become your responsibility to complete.



Forward – Click this button if you'd like to forward a document to another person's inbox and remove your responsibility to complete it. Make sure the person you select has the authorization to approve it!



Resubmit – Click this button to reject a document without first reviewing it. This is not the proper way to reject a document, since you cannot specify a reason for the rejection.



Display Workflow Log – Click this button to see a very detailed workflow view.



Environment – When you click this button, you'll be presented with four options:

- Display objects in workflow – If you select this option, you'll be presented with a detailed document view. It's impossible to approve or reject a document when you're working within this view.
- Display workflow relationships – If you select this option, you'll be presented with a workflow overview.
- Start workflow – This option is not used at Hopkins.
- Create link – This option is not used at Hopkins.



Print list – Click this button to generate a printer-friendly list of the documents in your inbox.



Details – Click this button to see a different view of the data, displayed on the inbox line item.



Layout settings – This button allows you to modify, save, select, and manage the data fields displayed in your inbox.



Sort – Click this button to sort the documents in your inbox.



Filter – Click this button to filter the list of documents in your inbox, based on a field value.



Find in list – Click this button to search for a document in your inbox using a value.

4.12 Status Column

And finally, let's take a closer look at the Status column in your inbox. There are three different icons that might be displayed in the **Status** column. Each icon has a different meaning.

Status	Dynamic c...	Creation Date	Status	Title
		03/02/2009	Ready	REVIEW - RELEASE - DEPT APPR - CHECK REQ - DOC: 1901047912
		03/02/2009	Reserved	REVIEW - RELEASE - DEPT APPR - CHECK REQ - DOC: 1901047911
		03/02/2009	In Process	REVIEW - RELEASE - DEPT APPR - CHECK REQ - DOC: 1901047909
		02/24/2009	Ready	REVIEW - RELEASE - DEPT APPR - CHECK REQ - DOC: 1901047898

Status	Dynamic c...	Creation Date	Status
		03/02/2009	In Process
		03/02/2009	Reserved
		03/02/2009	In Process
		02/24/2009	Ready



Ready – When you see this icon, it means that this document is new and has not yet been opened. The document may also appear in other approvers' inboxes.



In Process – When you see this icon, it means that the document has been opened, but it hasn't been approved or rejected. The document is your responsibility and has been removed from all other inboxes.



Reserve – When you see this icon, it means that you've applied the Reserve function to the document. The document is now your responsibility and has been removed from all other inboxes.

5 Establishing a Substitute Approver

As an approver, it's your responsibility to appoint a substitute approver in case you're ever unavailable to process requests. If you have a substitute approver in place, documents will never be delayed because of your absence.

In this section, we'll step through the process of setting up a substitute approver in SAP. After you complete this section, you'll be able to:

- Explain the difference between active and passive substitute approvers.
- And set up a substitute approver.

5.1 Substitute Approver Policy

A substitute approver is a departmentally authorized employee with appropriate security roles assigned to his or her position. More than one person can be established as a substitute approver.

5.2 Two Types of Substitute Approver

There are two types of substitute approvers.

- Active substitute approvers
- Passive substitute approvers

Active substitute approvers have documents that require approval automatically routed to their SAP Business Workplace inbox. This feature is turned on whenever the approver is expected to be absent.

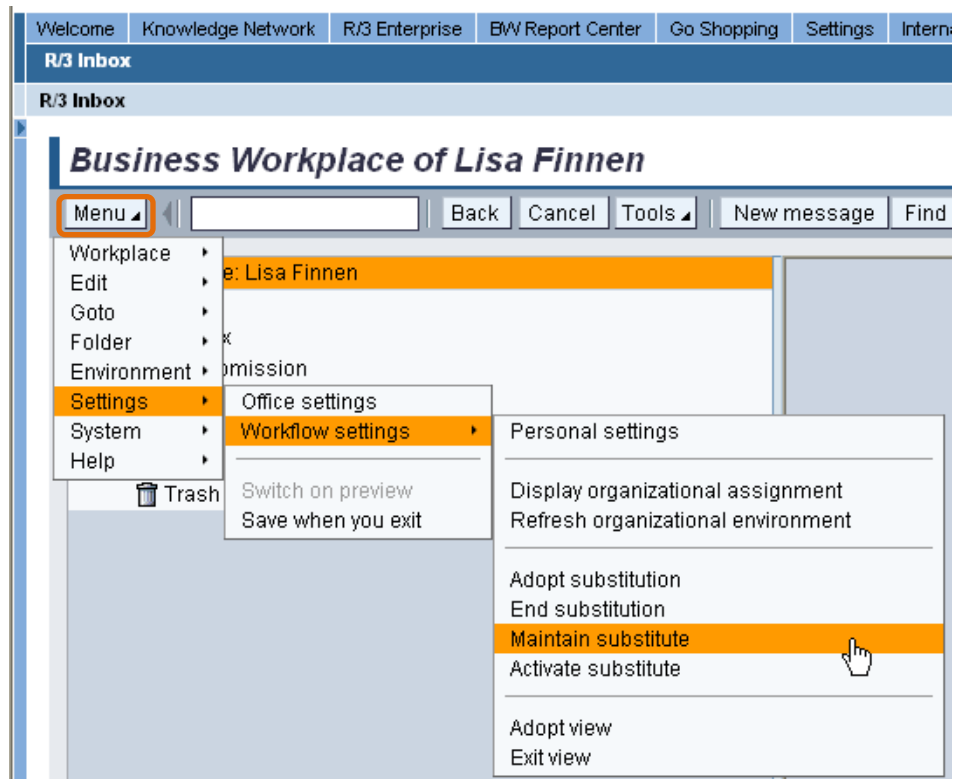
Passive substitute approvers have to access the approver's inbox to retrieve documents requiring approval. This is generally done when the approver is unexpectedly absent.

5.3 Setting up a Substitute Approver

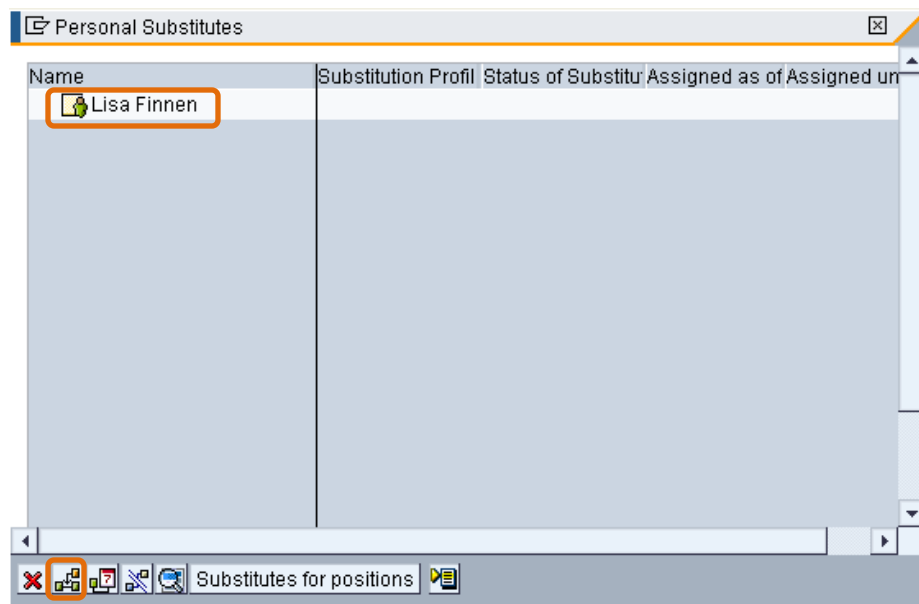
OK, let's set up a substitute approver.

From SAP access the SAP Business Workplace by clicking the **R/3 Inbox** tab.

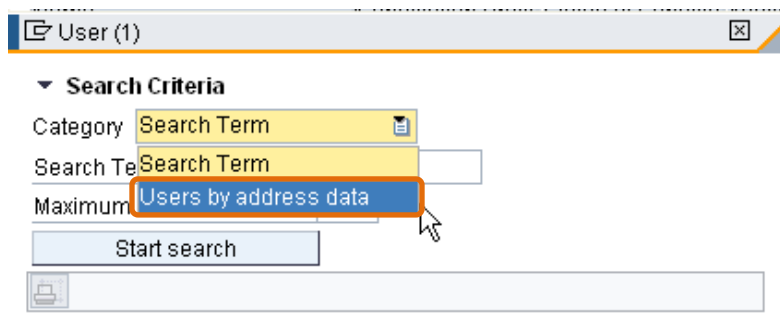
Then, from the menu bar, click **Menu → Settings → Workflow Settings → Maintain Substitute**.



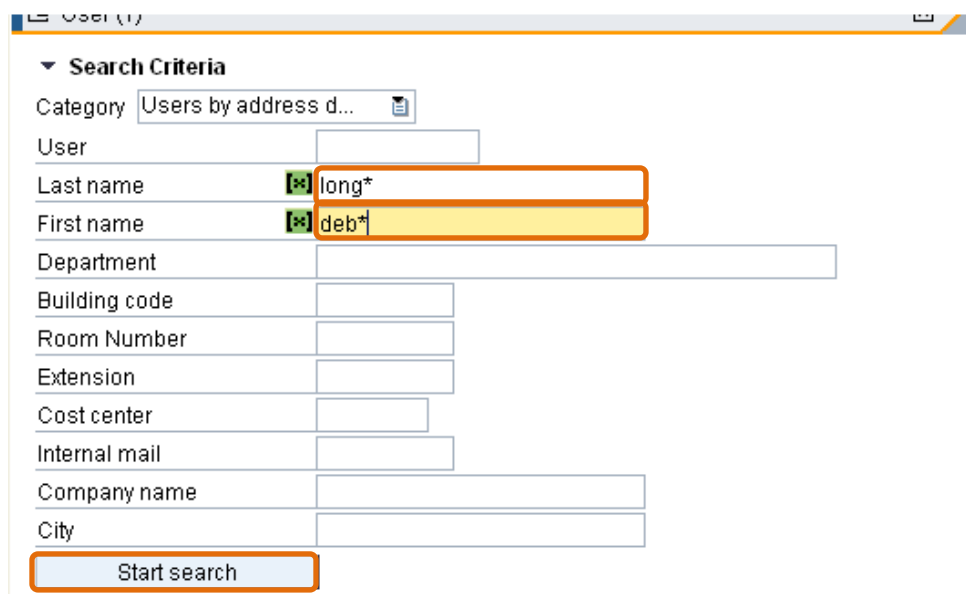
A pop-up window will open. If it doesn't say "Personal Substitutes" at the top of this window, click the Personal Substitutes button. This is the window where you'll be setting up your substitute.



You should see your name listed in this window. Click **your name** once to select it. Then click the **Create Substitute** button.



A User Search window will open. Click the **Users by address data** category.



Then search for your substitute employee by entering his or her **first and last name**. It's a good idea to add the wildcard character – the asterisk – to the end of the employee's name, just in case the name is hyphenated or ends with a Junior or Senior.

Finally, click the **Start search** button to conduct your search. And a list of search results will be displayed.

User Name	Last name	First name	Department	Buildings	Room No.	Extension	Cost Cntr	Int. mail	Name	City
DLONG1	LONG	DEBORAH								JOHNS HOPKINS



It's important for you to understand that these search results are not limited to individuals with appropriate approver access. You'll need to make sure that the substitute that you select has the proper access. Instructions on how to view an employee's role assignments are available in the Resources section of this program.

Now once you locate the correct employee, you need to double-click that employee's name. And the Detail Screen Substitution window will appear.


Within this window, you'll see your name in the “Substitute for” field, and the name of the employee that you selected in the “Substitute” field. In the Validity fields, you can see that this

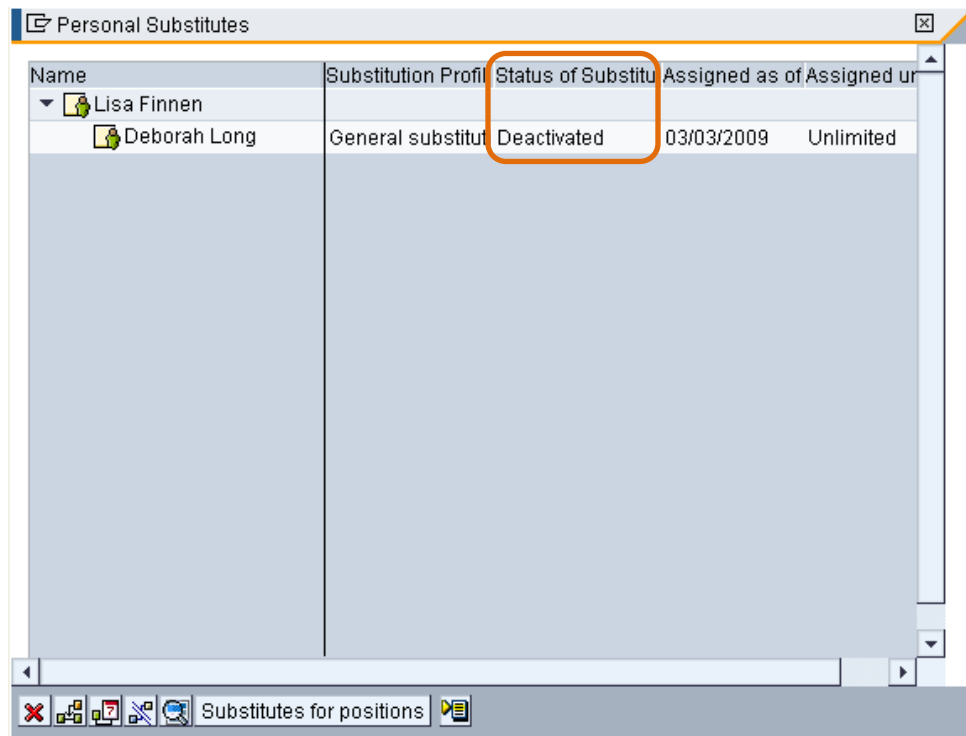
substitute relationship will be valid from today's date through December 31st, 9999. In other words, it's unlimited.

Now let's focus on the **Substitution Active** checkbox.

If you check this checkbox, the employee will become an **active substitute**. This means that documents will automatically begin to be forwarded to the employee's inbox. It's a good idea to set up an employee as an active substitute the day before you expect to be out of the office – for example, the day before you leave on a vacation.

If you leave this checkbox unchecked, the employee will become a **passive substitute**. This means that the employee will have the authority to access your inbox and process pending documents. This functionality will come in handy if you experience an unexpected absence.

Click the **Save**  button to complete this process. And you'll return to the Personal Substitutes window, where you'll see the name of the employee that you've just established as a substitute approver.





Name	Substitution Profile	Status of Substitution	Assigned as of	Assigned until
▼ Lisa Finnen				
▼ Deborah Long	General substitut	Deactivated	03/03/2009	Unlimited


Take a look at the **Status** column.

- If it says "**Activated**," this means that the employee is an active approver, and all documents will automatically be forwarded to the employee's inbox.

- If it says “**Deactivated**,” this means that the employee is a passive approver, and is able to access your inbox if necessary.

You can delete a substitute or change a substitute’s status by using the buttons at the bottom of this window.

-  - To delete a substitute, you just need to select the substitute that you want to delete, and then click the **Delete** button.
-  - To change a substitute’s status, you need to select the substitute whose information you wish to modify, and then click the **Choose** button.

You’ll once again be presented with the Detail Screen Substitution window. Once you’re here, you can adjust the employee’s status by checking or unchecking the Substitution Active checkbox. Then click the Save  button to save your work

6 Appendix A–Resources

For more information, consult the following resources.

- General Web sites
 - Shared Services <http://ssc.jhu.edu/>
 - Controller's Office <http://www.controller.jhu.edu/>
 - Knowledge Network
<https://collaborate.johnshopkins.edu/sites/SAP/knownet/Pages/default.aspx>
- Contact Information for Accounts Payable Shared Services
 - <http://ssc.jhu.edu/accountspayable/contact.html>
- Purchase order exception list
 - <http://ssc.jhu.edu/supplychain/exceptions.html>
- How to open an approver's inbox (instructions for passive substitute approvers)
 - http://training.jhu.edu/html/Financial/SAP/Resources/OpeningApproverInbox_V4.pdf
- How to view employee role assignments
 - http://training.jhu.edu/html/Financial/SAP/Resources/ViewingRoleAssignments_V2.pdf